

# STATE OF MICHIGAN

## 48<sup>TH</sup> JUDICIAL DISTRICT COURT

### PROBATION OFFICER/ASSESSOR

**OPENING DATE:** IMMEDIATELY  
**CLOSING DATE:** UNTIL FILLED  
**SALARY RANGE:** GRADE 6 – 10 (\$28,790 - \$43,748)

The 48<sup>th</sup> Judicial District Court for Bloomfield Township, Birmingham, West Bloomfield, Bloomfield Hills, Keego Harbor, Sylvan Lake, and Orchard Lake is accepting applications for a full-time Probation Officer/Assessor.

#### **GENERAL SUMMARY:**

Under the direct supervision of the Court Administrator, conducts investigations and substance abuse screening/assessment reports to assist the Judge in determining the most appropriate sentencing of individuals brought before the court. Supervises persons placed on probation/under advisement to monitor their court order and to rehabilitate and prevent future violations. Prepares and submits to Judge petitions for violations of court order. Due to increasing court automation, this position may from time to time perform limited clerical duties typically falling under the description of Deputy Court Clerk. Work is reviewed by the Court Administrator through conferences, reports, observation and analyses of results obtained.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

(The following list is intended to be a general grouping of duties found in this position and may not reflect all of the duties performed.)

- Conducts and prepares presentence reports by investigating background of individuals awaiting sentencing; formulates plans of probation and presents written and oral recommendations; interview the client, family, employer, complainant, victim, law enforcement and other interested individuals to assist in making sentencing recommendations.
- Conducts substance abuse screening/assessment interviews with clients using state approved testing methodologies; types and prints reports on computer; performs PBT and urinalysis tests and specified by judicial order; makes referrals to licensed treatment agencies for counseling and treatment for substance abuse and/or emotional problems; monitors compliance with treatment plans; assesses treatment providers; maintains and submits substance abuse data according to state licensing requirements.
- Issues probation/under advisement orders coming out of court.
- Supervises an active probation caseload, ensures compliance and enforces all probation/advisement terms as specified by judicial order, including payment of all fees. Meets monthly with probationers to assess and monitor compliance.
- Prepares and generates petitions for show cause hearing, violation of probation, reviews/updates; makes recommendations for termination or amendments of probation/advisement orders; appears and gives testimony in court regarding probation violations and similar matters.
- Closes probation files on computer after ensuring all conditions are completed and all monies paid in full; closes probation violation/show cause files on computer when judge removes client from probation as a result of the violation; promptly files probation folder in probation closed section.
- Regularly reviews financial accounting screen on computer to ensure client is making monthly payments as directed by Judge/Magistrate; notes insufficient or overdue payments and prepares violation petition.
- Responds to inquiries from attorneys, probationers, law enforcement personnel, other courts, the military, the public and others, by providing accurate information pertaining to probation matters, while adhering to the guidelines for release of information. Forwards requests for written responses to the Probation Director.
- Performs other related duties as assigned by Probation Director, Court Administrator or Judges.

**REQUIREMENTS OF WORK:**

Considerable knowledge of principles and practices of probation work, and of related court procedures; considerable knowledge of the various statutes and ordinances, which govern probation; considerable knowledge of probation objectives and philosophies.

Considerable knowledge of theories of addictions and abuse, methods of treatment, and accurate matching of client with appropriate level of treatment.

Ability to identify and use available resources and services in connection with client's rehabilitation plan; considerable knowledge of individual and group behavior.

Ability to work under pressure and tight deadlines; ability to recommend and implement effective probation service methods.

Ability to work effectively with hostile clients; ability to analyze and evaluate investigative materials.

Ability to establish and maintain effective working relationships with clients, service providers the public and other employees.

Ability to communicate effectively, both orally and in writing.

*The primary purpose of this job description is to aid in establishing a salary rate or range for this job classification. Only those key duties necessary for proper job evaluation and /or labor market analysis have been included. The list is not all inclusive of the total scope of duties to be performed.*

**JOB QUALIFICATIONS AND EXPERIENCE:**

Applicant must have graduated from a four year college/university with undergraduate work in criminal justice, psychology, sociology, or closely related field with five years of experience in working with persons convicted of felonies or misdemeanors, or with persons with problems involving substance abuse; or a Masters Degree with three years of experience in working with persons convicted of felonies or misdemeanors, or with persons with problems involving substance abuse. Officers must have valid credentials from the State of Michigan to perform substance abuse screening and assessments. A.R.MS. Certification is a minimum and should be working toward C.A.C. level of certification.

*The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.*

***THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER***

***Please submit resume and application to:***

James P. Harkins, Court Administrator  
48<sup>TH</sup> District Court  
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